

Cooperative Education  
Updated Training Plan  
February 2006

One of the requirements a school must meet to offer a cooperative education program is that each student is to have a Training Plan. The Plan is an agreement developed and signed by the school, student, parent and employer for on-the-job training. The school arranges with the employer for on-the-job training utilizing the Training Plan.

In 2000, a *Work Based Learning Guide* was developed and distributed to educational agencies involved with Career and Technical Education. A Sample Training Plan for co-op is included in the document. Refer to pages 3:2.71-3:2.75. If reviewing on the KDE web site, The Training Plan is on page 101.

This plan has been revised and includes an addendum pertaining to placement of students (under age of 18) in Hazardous Occupations. According to the U.S. Department of Labor, there are exemptions from certain Hazardous Occupations for student-learners. The Addendum identifies all hazardous occupations and specifies with an asterisk the exemptions, which apply to student learners.

Attached is a copy of the revised plan, please note the following:

- Sections pertaining to: Student / Trainees; Teachers / Coordinators; Parent or Guardian and Employer Agreements.
- Listing of hazardous occupations with identified exemptions
- Guidelines for the Written Agreement
- Format of a plan for student participating in cooperative education programs involving exemptions for hazardous occupations.

The addendum must be completed for student learners who are being placed in cooperative education programs at work sites associated with the identified exemptions for hazardous occupations. The addendum to the Training Plan has also been reviewed and approved by U.S. Department of Labor staff.

If you have questions or concerns, please contact Rodney Kelly, Division of Career and Technical Education or Donnalie Stratton at 502-564-3472.

Attachment:  
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